

# The Children's Justice Act Grant Program

*Request for Grant Application (RFGA)*

CJ-CSG-17-010117-00

<b><u>DEADLINE</u></b>	Applications shall be submitted <b><u>ON OR BEFORE 3:00 p.m.</u></b> (Arizona time) <b><u>on November 14, 2016</u></b> at the Governor's Office of Youth, Faith and Family, 1700 W. Washington, Suite 230, Phoenix, AZ 85007. <b>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED. Please submit one (1) original document marked "ORIGINAL" with six (6) copies and one thumb or flash drive containing the entire application package. The application materials on the thumb or flash drive should appear in MSWord and/or Adobe Acrobat.</b>	
<b><u>PRE-APPLICATION CONFERENCE</u></b>	A Non-Mandatory Pre-Application Conference will not be held for this solicitation.	
<b><u>PROCUREMENT GUIDELINES</u></b>	<p>In accordance with A.R.S. §41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office of Youth, Faith and Family at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope. Additional instructions for preparing a grant application are included within this document.</p> <p><b>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</b></p>	
<b><u>CONTRACT INFORMATION</u></b>	<b>Grant Title:</b>	The Children's Justice Act Grant Program
	<b>Contract Type:</b>	Cost Reimbursement Sub-Grant
	<b>Contract Term:</b>	The term of the contract shall commence on January 1, 2017 and shall remain in effect until December 31, 2017, unless terminated, canceled or extended as otherwise provided herein.
<b><u>CONTACT INFORMATION</u></b>	<p><b>Sarah Bean</b>  Governor's Accounting Office  Procurement Manager  Fax: (602) 542-1329  Email: sbean@az.gov</p>	
<b><u>AMENDMENTS</u></b>	<p><b>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, <a href="http://juvenilejustice.az.gov/juvenile-justice/grants">http://juvenilejustice.az.gov/juvenile-justice/grants</a>.</b></p>	

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**Douglas A. Ducey**  
Governor

**State of Arizona**  
Governor's Office of Youth, Faith and Family

**Debbie Moak**  
Director

### OFFER AND ACCEPTANCE FORM (SPO FORM 203)

#### TO THE GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the Governor's Office of Youth, Faith and Family, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: \_\_\_\_\_

Federal Employer Identification No.:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant Organization

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Title

#### CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

#### ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. \_\_\_\_\_.

The effective date of the Contract is \_\_\_\_\_.

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contract release document or written notice to proceed.

**State of Arizona**

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Sarah Bean, Procurement Manager

## **I BACKGROUND INFORMATION**

### **a) What is Governor's Office of Youth, Faith and Family?**

The Governor's Office of Youth, Faith and Family (GOYFF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several areas: Children, Community and Youth Development, Substance Abuse Policy and Treatment and Women. Experienced and knowledgeable professionals with expertise in their particular areas staff each area and act as resources to our funded partners.

The GOYFF acts as a catalyst for overall systems changes. Our commissions advise and monitor initiatives and grant programs. The GOYFF convenes numerous commissions, councils and task forces which include: the Arizona Parents Commission on Drug Education and Prevention, the Arizona Substance Abuse Partnership, the Arizona Juvenile Justice Commission, the Arizona Human Trafficking Council, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on Service and Volunteerism and the Governor's Youth Commission. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

### **b) What is the Children's Justice Act Grant Program?**

The Children's Justice Act Grant Program is a formula based program administered by the U.S. Department of Health and Human Services. The authorizing legislation for this grant program can be found at: [http://www.acf.hhs.gov/programs/cb/laws\\_policies/cblaws/capta/capta2010.pdf](http://www.acf.hhs.gov/programs/cb/laws_policies/cblaws/capta/capta2010.pdf)

The Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. § 5106c) authorizes grants to States for the purpose of assisting in developing, establishing, and operating programs designed to improve:

- The handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation, in a manner which limits additional trauma to the child victim.
- The handling of cases of suspected child abuse or neglect related fatalities.
- The investigation and prosecution of cases of child abuse and neglect, particularly child sexual abuse and exploitation.
- The handling of cases involving children with disabilities or serious health-related problems who are victims of abuse or neglect.

## **II FUNDING INFORMATION**

Funding is made available from the Crime Victims' Fund, which collects fines and fees charged to persons convicted of Federal crimes. The Fund is administered by the U.S. Department of Justice, Office of Victims of Crime. The Children's Justice Act Grant Program, under Award No. G-1501AZCJA1, is administered by the Administration on Children, Youth and Families, U.S. Department of Health and Human Services, as outlined in Section 107 of CAPTA (42 U.S.C. § 5106c et seq.), as amended by Public Law (P.L.) 111-320 enacted December 20, 2010 and the Victims of Crime Act of 1984, as amended (42 U.S.C. § 10603 et seq.). The CFDA Number for the Children's Justice Act Grant is 93.643.

## **a) Who is Eligible to Apply for this Funding Opportunity?**

The following Arizona entities are eligible to apply for the Children's Justice Act Grant Program:

- Arizona non-profit 501(c)(3) organizations
- Arizona local, county or state government entities
- Arizona Tribal Nations and communities
- Any partnership of the above listed organizations (a fiscal agent must be designated)

## **b) What is the Total Amount of Available Funds?**

Based upon approval of funding, the total amount of funding available for this Request for Grant Application is approximately \$200,000. The average award amount is between \$15,000 and \$50,000, depending upon the number and quality of applications. Anticipated awards for this funding will be for one twelve-month period, with two (2) additional twelve month renewal options, contingent upon the availability of federal appropriations, compliance with terms and conditions, programmatic and financial performance, and through the submission of a renewal application. The initial contract period for any resultant grant is anticipated to begin January 1, 2017 through December 31, 2017.

The funds awarded under this RFGA are Federal funds. The applicants shall be subject to the applicable code of federal regulations and Uniform Guidance 2 C.F.R. 200 for determining allowable costs, which may be referenced at: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

## **c) What Will This Request for Grant Application Fund?**

Grant funds should be used to support the following categories from Section 107(e)(1)(A) (B) and (C) of the Children's Justice Act:

- Investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused. Potential activities may include, but are not limited to:
  - Training for professionals involved in the investigation and prosecution of child abuse and child exploitation cases.
- Multidisciplinary coordination of the investigation of child abuse and neglect. Supporting the development and on-going operations of child and family advocacy centers in responding to child victims of abuse (case handling, processes for the investigation and prosecution of child abuse).
  - Increasing county protocol awareness and strengthening team responsibility for coordinating efforts and best practices through Interagency Councils (IACs) and Multidisciplinary Teams (MDTs).

**Note: Children's Justice Act Grant funding may not be used to support child abuse prevention programs or treatment services.** Children's Justice Act Grant funds are to be used for programs to reform State systems and improve the processes in responding to cases of child abuse and neglect, particularly child sexual abuse and exploitation and cases of suspected child abuse or neglect related fatalities.

### **III Special Instructions to Applicants**

#### **Authority**

In accordance with A.R.S. §41-2701, competitive sealed grant applications to support the Children's Justice Act Grant Program will be received by the Governor's Office of Youth, Faith and Family (GOYFF). Contracts will be issued for use by the GOYFF.

#### **Application Opening**

All grant applications must be in the actual possession of the Governor's Office of Youth, Faith and Family, in Suite 230, **ON OR PRIOR TO 3:00 p.m.** (Arizona local time) on **NOVEMBER 14, 2016** for consideration at the bid opening. Applications received by the due date and time will be opened and the name of each applicant will be publicly read. Applications will not be subject to public inspection until after contract award.

Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor's Office of Youth, Faith and Family is filtered through the Arizona Department of Administration.

The Governor's Office of Youth, Faith and Family is not responsible for packages delivered to locations other than Suite 230. All applications will be date stamped using the time clock in Suite 230 only.

Telefaxed, electronic or late grant applications will not be accepted.

Grant applications must be submitted in a SEALED package with the grant application number and the applicant's name and address clearly indicated on the package.

#### **Duty to Examine**

It is the responsibility of each applicant to examine the entire solicitation, seek clarification in writing (inquiries), and examine its application for accuracy before submitting the application. Lack of care in preparing an application shall not be grounds for modifying or withdrawing the application after the application due date and time.

Applicants will be required to submit the documents and exhibits as outlined in this RFGA. Follow the instructions and guidelines found in each of the document sections.

Responses should be typed, single-spaced with one-inch margins or wider with a twelve point font used.

Applications should be single sided, NOT duplexed.

Number all pages and include a table of contents that follows the checklist presented on pages 17-18. The table of contents shall reference page numbers. Page numbers may be labeled or handwritten, especially on forms not contained in the exhibit section (e.g. IRS 501(c)(3) tax exempt letter, solicitation amendments, etc.).

Refer to the Checklist on pages 17-18 to verify inclusion of all required documentation and format the application package to assemble application materials following the listing in the checklist.

Additional materials beyond the grant application requirements, such as promotional brochures, should not be added to the application package.

Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Submit the original

application unstapled using a binder clip. The photocopied applications may be stapled in the upper left-hand corner or use a binder clip.

The original copy of your application should be clearly marked "ORIGINAL". Submit one (1) original document marked "ORIGINAL" with six (6) copies and one thumb/flash drive containing the entire application package. Please note, the application on the thumb/flash drive should appear in MSWord 7 or lower and/or Adobe Acrobat Professional or lower version. Submit only one (1) copy of your financial audit and Form 990 with schedules at the end of the original application package. Photocopies of the financial audit and Form 990 with schedules are not required. The Request for Grant Application Number CJ-CSG-17-010117-00 and the organization's name must be clearly marked on the outside of the SEALED package. Open packages will not be accepted.

#### **Solicitation Contact Person**

Any inquiry related to a solicitation, including any requests for or inquiries regarding standards referenced in the solicitation shall be directed solely to the Procurement Officer. Direct questions to:

Sarah Bean  
Procurement Manager  
E-mail: sbean@az.gov  
Fax: (602) 542-1329

Applicants shall not contact the employees of the Governor's Office of Youth, Faith and Family regarding this procurement activity while the formal solicitation process is underway.

#### **Submission of Inquiries**

The Procurement Manager, as the contact for inquiries except at the Pre-Application Conference, requires that an inquiry be submitted in writing. Any inquiry related to a solicitation shall refer to the appropriate solicitation number, page and paragraph number. Applicants are prohibited from contacting any State employee other than the Procurement Manager concerning the procurement while the solicitation and evaluation are in process.

#### **Timeliness**

Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least seven days before the solicitation due date and time for review and determination by the State. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.

#### **No Right to Rely on Verbal or Electronic Mail Responses**

An Applicant shall not rely on verbal or electronic mail responses to inquiries. A verbal or electronic mail reply to an inquiry does not constitute a modification of the solicitation.

#### **Pre-Application Conference**

A Non-Mandatory Pre-Application Conference will not be held for this solicitation.

#### **Persons with Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

## **Application Preparation**

### **Forms: No Facsimile, Telegraphic or Electronic Mail Applications**

The application is presented in both MS Word and pdf format. Applicants are responsible for clearly identifying any and all changes or modifications to any solicitation documents upon posting to the GOYFF website at , <http://juvenilejustice.az.gov/juvenile-justice/grants>. Any unidentified alteration or modification to any Solicitation, attachments, exhibits, forms, charts or illustrations contained herein shall be null and void. A facsimile, telegraphic, mailgram or electronic mail application shall be rejected if submitted in response to a request for grant application.

## **Offer and Acceptance and Evidence of Intent to be Bound**

The Offer and Acceptance form within the solicitation shall be submitted with the application and shall include a signature by a person authorized to sign the application. The signature shall signify the applicant's intent to be bound by the application and the terms of the solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of an intent to be bound, such as a signature, shall result in rejection of the application. Failure to return an Offer and Acceptance form may result in rejection of the Application.

## **Exceptions to Terms and Conditions**

All exceptions included with the application shall be submitted in a clearly identified separate section of the application in which the applicant clearly identifies the specific paragraphs of the solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically accepted by the Procurement Manager in a written statement. The applicant's preprinted or standard terms will not be considered by the State as a part of any resulting contract.

All exceptions that are contained in the application may negatively impact an Applicant's susceptibility for award. An application that takes exception to any material requirement of the solicitation may be rejected.

## **Subcontracts**

The applicant shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the application.

## **Costs of Application Preparation**

The State will not reimburse any applicant the cost of responding to a solicitation.

## **Submission of Application**

Sealed Package. Each application shall be submitted to the submittal location identified in this solicitation. Applications shall be submitted in a sealed package. The package should be clearly identified with the name of the applicant and solicitation number. The State may open packages to identify contents if the envelope or container is not clearly identified.

## **Application Submission, Due Date and Time**

Applications shall be received before the due date and time stated in the solicitation. Applications submitted after the due date and time shall be rejected.

## **Solicitation Amendments**

The Solicitation shall only be modified by a solicitation amendment.

Each solicitation amendment shall be signed with an original signature by the person signing the application, and shall be submitted no later than the application due date and time in a sealed package. Failure to return a signed solicitation amendment may result in rejection of



the application. It is the sole responsibility of applicants to check the Governor's Office of Youth, Faith and Family' website for any changes to this RFGA

<http://juvenilejustice.az.gov/juvenile-justice/grants>.

### **Application Amendment**

An application may not be amended after the Application due date and time except as otherwise provided under applicable law.

### **Confidential Information**

If an Applicant believes that any portion of an Application, protest, or correspondence contains a trade secret or other proprietary information, the Applicant shall clearly designate the trade secret and other proprietary information, using the term "confidential." An Applicant shall provide a statement detailing the reasons why the information should not be disclosed including the specific harm or prejudice that may arise upon disclosure. The Procurement Officer shall review all requests for confidentiality and provide a written determination. Until a written determination is made, a Procurement Officer shall not disclose information designated as confidential except to those individuals deemed to have a legitimate State interest. In the event the Procurement Officer denies the request for confidentiality, the Applicant may appeal the determination to the Director of the Arizona Department of Administration within the time specified in the written determination. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information.

### **Public Record**

All applications submitted and opened are public records and must be retained by the State for six years. Applications shall be open to public inspection after contract award, except for such applications deemed to be confidential by the State.

### **Non-collusion, Employment, and Services**

By signing the Offer and Acceptance Form or other official contract form, the applicant certifies that:

- The applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its application, and
- The applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with an applicable Federal, state and local laws and executive orders regarding employment.

### **Late Applications**

An application submitted after the exact application due date and time shall be rejected.

### **Disqualifications**

An applicant (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its application rejected.

### **Application Acceptance Period**

An applicant submitting an application under this solicitation shall hold its offer open for the number of days from the application due date that is stated in the solicitation. If the Solicitation does not specifically state a number of days for Application acceptance, the number of days shall be one hundred twenty (120). If a best and final offer is requested pursuant to the RFGA, an applicant shall hold its offer open for 120 days from the best and final offer due date.

**Waiver and Rejection Rights**

Notwithstanding any other provision of the solicitation, the State reserves the right to:

- A. Waive any minor informality;
- B. Reject any and all applications or portions thereof; or
- C. Cancel the solicitation.

**Award**

The State reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, or regional awards, whichever is most advantageous to the State.

In the event that the available source of grant funds for distribution should incrementally decrease or increase, the Governor's Office of Youth, Faith and Family reserves the option to adjust the budgets of the applicants individually or collectively, based upon score rankings. In the event that the volume of applications received exceeds the available amount of funding, the Governor's Office of Youth, Faith and Family reserves the option to adjust the budgets of the applicants individually or collectively, based upon score rankings. Based upon evaluation results, the Governor's Office of Youth, Faith and Family reserves the right to award contracts for less than the proposed amount based upon past programmatic or financial performance with previous grants, unallowable costs, applications that have exceeded the requested funding range limits in the solicitation, etc. In these circumstances, revised budget documents will be required.

**Contract Inception**

An application does not constitute a contract nor does it confer any rights on the applicant to the award of a contract. A contract is not created until the application is accepted in writing by the Procurement Manager's signature on the Offer and Acceptance Form. The intent to award shall not constitute acceptance of the application.

**Effective Date**

The effective date of this contract shall be the date that the Procurement Manager signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the contract.

**Application Records**

Keep a copy of this solicitation and the submitted grant application. If awarded, the Grantee shall be bound to the services listed by the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, clarification responses, etc.

**Solicitation Results**

All applicants will be notified in writing, whether or not selected for award, prior to the anticipated contract start date. Pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

**Mandatory Subgrantee Orientation**

Each successful applicant who is awarded will be required to attend a mandatory Sub-grantee Orientation. The time and location for this meeting will be provided by the program administrator after awards are made. A fiscal representative AND a program representative will be required to attend.

## IV EVALUATION CRITERIA

Applications will be reviewed initially for compliance with technical requirements. A review committee will evaluate applications and select those applications deemed susceptible for an award, in accordance with A.R.S. §41-2702(G), based upon complete detailed narratives and exhibits on following criteria.

### **Evaluation Criteria**

Needs Assessment	200 points
Goals, Objectives and Performance Measures	200 points
Strategies and Approaches	200 points
Implementation Plan & Organizational Capacity	150 points
Resources and Budget	100 points
Evaluation Plan	150 points

**Note:** Applications must meet a threshold score of 700 points to be considered for funding.

## V APPLICATION PROGRAM NARRATIVE REQUIREMENTS

### 1. **Executive Summary** (one (1) page maximum)

Provide a one-page narrative overview of the program that includes a brief summary of the need, program objectives, and strategies used to achieve program goals.

### 2. **Needs Assessment** (one (1) pages maximum, not including exhibits and attachments)

This component creates a foundation for the application by focusing on: problem identification; the targeted individuals or groups to be reached; other individuals or groups who will play a role in the development or implementation of the program; the gathering and analysis of data that will establish the needs to support the identified problem; and the identification of other resources currently directed toward the identified problem. Please address each point:

***Provide a narrative response to each of the following:***

- A. State the problem or issue addressed in this application.
- B. Based on the stated problem, what group(s) of people or communities will the program be targeting, i.e. your target population. Who are the other individual groups (collaborators) that are involved in the development and/or implementation of the proposed project?
- C. Identify the sources of the data, how that data was collected, and how that data relates to and validates the identified need.
- D. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How does this proposed project support those efforts or enhance your program efforts?

### 3. **Goals, Objectives and Performance Measures** (two (2) pages maximum, not including exhibits and attachments)

State the goal(s) that will address the identified problem/need in Exhibit K. This component should include broad statements of intent (goals) and the measurable, time-specific outcomes (performance measures/tasks and objectives) that directly link with the identified problem/needs. Goals are

general statements of long-range benefits that reflect what changes are desired within a targeted population or community area. Outcomes are specific, quantified statements of expected results of the project. These performance measures should be described in terms of events that can be realistically achieved within the Children's Justice Grant time constraints and available resources. It is critical to develop project measurement tools that can accurately track the stated outcomes. The goals, tasks and objectives should be related to the problem/needs described above. Victim behavior and/or choices should not be used as an outcome measure to evaluate the success of the project.

**Exhibit K** must be completed.

***Provide a narrative response to each of the following:***

- A. State the goal(s) that will address the identified problem/needs.
- B. For each goal, identify an outcome objective(s) that:
  - i. Describes what will change in the targeted population/area (e.g. change in knowledge, behavior, attitudes).
  - ii. Quantifies how much will change (e.g. increase or decrease in numbers, percentages, etc.).
  - iii. Gives a specific date by which the change(s) will occur.
- C. Explain how the goals and outcome objectives are linked to the identified problem/needs.

4. **Strategies and Approaches** (two (2) pages maximum, not including exhibits and attachments)  
This element identifies and describes the strategies chosen to reach the stated goals and outcome objectives.

***Provide a narrative response to each of the following:***

- A. Describe the strategies/approaches that will be used to meet the goals and objectives.
- B. Describe how the proposed strategies/approaches seek to improve processes and/or systems responding to cases of child abuse and neglect.
- C. Explain how the selected strategies/approaches fit with the identified problem/need and will lead to achieving the stated goals and objectives.
- D. Explain how the selected strategies/approaches apply to the target population and explain how the selected strategies/approaches are culturally competent, age appropriate and gender responsive.

5. **Implementation Plan and Organizational Capacity** (three (3) pages maximum, not including exhibits and attachments)

This section focuses on the steps that must be taken to put the program strategies/approaches into action. It should be detailed and include all the elements that will be required to operationalize the strategies for the duration of the grant.

**Exhibit L** must be completed.

## **Implementation/Work Plan Activities**

***Provide a narrative response to each of the following:***

- A. Complete Exhibit L. Sequentially list the activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the process objectives.
- B. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- C. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered?
- D. Describe your plan to continue this program beyond the existence of this grant funding. The plan for sustainability should extend beyond simply seeking state, federal or local grant funding to replace the current grant funding. The plan should identify strategies and action steps needed to sustain activities that achieve performance indicators and promote positive changes.
  - i. Identify the diverse resource requirements needed to continue key activities after the life of the grant.
  - ii. Outline a plan to ensure that the impact of your program is sustainable beyond the presence of this grant funding. Identify strategies and action steps needed to sustain activities.
  - iii. Describe the mechanisms that are in place or will be developed to ensure the essential components of the program are sustained.
  - iv. Identify who will monitor the implementation of the sustainability plan.
  - v. Incorporate sustainability related objectives and associated activities into the goals and performance measures (Exhibit K) and implementation plan (Exhibit L).

## **Organizational Capacity and Infrastructure**

***Provide a narrative response to each of the following:***

- A. Describe your organization's capacity to implement and administer the proposed program. Provide examples of experience in implementing and administering related programs and the outcomes of those programs. NOTE: Past performance on any grants from the Governor's Office of Youth, Faith and Family shall be taken into consideration in the evaluation of your application.
- B. What capacity building will be needed to implement strategies/approaches? This may include additional resources such as, establishing or strengthening relationships with collaborators, increasing staff - both programmatic and fiscal, contracting with sub-recipients or providers, and other resources required to provide program services.
- C. Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person will spend on the program. Include a brief description of how grants are fiscally administered in your organization. In addition, attach resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project. (Exhibit F)

- D. Include a brief description of how grants are fiscally administered in your organization.
- E. Describe the agency/organization's success in sustaining programs that were developed/implemented under other grant programs.
- F. Complete Exhibit G- Applicant's Proposed Subcontractor(s).
- G. Complete Exhibit H - GOYFF Standard Data Collection Form.
- H. Complete Exhibit I - Describe your organization's Business Management System by completion of the Financial Systems Survey.
- I. Read and sign Exhibit J - ASSURANCES for Non-Construction Programs.

**6. Resources and Budget** (Exhibit B, C, D, E and financial documents, no narrative)

Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. Total funding may not be modified following award of the contract. After award, requests for line item modifications that do not change the total program funding and/or scope of work must be requested in writing, and in a timely manner. If approval of the change is granted, written authorization from the Governor's Office of Youth, Faith and Family will be provided.

- A. List all resources that will be needed to implement and administer the strategies/approaches. These resources may involve curriculum, supplies, space, equipment, etc.
- B. Complete the attached budget sheets. (Exhibit B, C, and D)
- C. List all sources of funding currently received from the Governor's Office of Youth, Faith and Family, other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed program. (Exhibit E)

Attach one copy of the audited financial statements at the end of the completed original application in accordance with Term and Condition No. VI. IRS 990 tax forms will not be accepted as substitute documents.

**Note:** There is no match requirement for this program. Should you choose to include match in your proposed budget, those funds or in-kind services will be subject to monitoring by the Governor's Office of Youth, Faith and Family.

**7. Evaluation** (two (2) pages maximum, not including exhibits or attachments)

This section addresses how the program is working and what can be done to make the program more effective. Evaluation should be directly connected to both the process objectives included in the Implementation Plan and the outcome objectives stated. The process evaluation should measure program fidelity by assessing which activities were implemented and the quality, strengths and weaknesses. The outcome evaluation should determine the extent the program has accomplished the stated goals and outcome objectives. **NOTE:** Sub-grantees will be expected to maintain timely data and may receive requests to demonstrate the impact of the program between formal reporting periods.

***Provide a narrative response to the each of the following:***

- A. Who will have overall responsibility for the process and outcome evaluations?
- B. What resources (e.g. personnel, supplies, etc.) will be needed to evaluate the program?

**Process Evaluation**

- A. Complete last column of Exhibit L. How will each process objective be measured (e.g. attendance sheets, adequacy of materials and resources, participant satisfaction surveys, etc.)?
- B. Describe the plan for evaluating the process objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the process evaluation?
- C. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of your data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- D. How will this data be analyzed?
- E. If using satisfaction surveys, what strategies will be put into place to ensure surveys are completed and returned?

**Outcomes Evaluation**

The outcome evaluation design/methodology must include valid, reliable assessment tools and include pre and post measurements. Include a sample of the evaluation tool(s) (e.g. pre/post tests) that will be used to measure each of the outcome objectives.

- A. Describe the plan for evaluating the outcome objectives including timelines for collecting and analyzing data.
- B. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
- C. How will this data be analyzed and distributed?
- D. If using satisfaction surveys and/or pre/post-tests, what strategies will be put into place to ensure surveys and/or pre/post-tests are completed and returned?

## **Exhibits:**

- Exhibit A: Checklist
- Exhibit B: Funds Requested Page
- Exhibit C: Line Item Budget
- Exhibit D: Budget Narrative
- Exhibit E: Disclosure Form of Other Funding Sources
- Exhibit F: Staff Overview
- Exhibit G: Applicant'(s) Proposed Subcontractor(s)
- Exhibit H: GOYFF Standard Data Collection Form
- Exhibit I: GOYFF Financial Systems Survey
- Exhibit J: Assurances for Non-Construction Programs
- Exhibit K: Goals, Objectives and Performance Measures
- Exhibit L: Implementation Plan
- Attachment A: Federal Flow Down Terms and Conditions
- Attachment B: Indemnification and Insurance Provisions
- Attachment C: Sample Certificate of Insurance



## **EXHIBIT A**

### **Checklist**

The Children's Justice Act Grant Program  
RFGA No. CJ-CSG-17-010117-00

Name of Organization: \_\_\_\_\_

#### **Checklist:**

Use the following list to make sure your Grant Application for the Children's Justice Act Grant Program is complete and meets the requirements specified in this request for grant applications. Please assemble your application in the order listed below.

- ☐ One (1) original document marked "ORIGINAL", with six (6) copies and one thumb or flash drive containing the entire application package. The application materials on the thumb or flash drive should appear in MS Word and/or Adobe Acrobat.
- ☐ Completed and signed Offer and Acceptance Form (SPO form 203).
- ☐ Exhibit A – Checklist. Signed and attached.
- ☐ Solicitation Amendment(s). Signed and submitted, if issued.
- ☐ Submit your most recent IRS 501(c) (3) tax exempt letter, if your organization is a non-profit.
- ☐ Proof of current registration in the System for Award Management
- ☐ Executive Summary.
- ☐ Application Program Narrative.
- ☐ Exhibit B – Funds Requested Page. Completed and attached.
- ☐ Exhibit C - Line Item Budget. Completed and attached.
- ☐ Exhibit D - Budget Narrative. Completed and attached.
- ☐ Exhibit E - Disclosure Form of Other Funding Sources. Completed and attached.
- ☐ Exhibit F - Staff Overview. Completed and attached.
- ☐ Resumes and/or job descriptions and Organization Chart attached.
- ☐ Exhibit G – Applicant's Proposed Subcontractor(s). Completed and attached.
- ☐ Exhibit H – GOYFF Standard Data Collection Form. Completed and attached.
- ☐ Exhibit I – GOYFF Financial Systems Survey. Completed, signed and attached.
- ☐ Exhibit J – Assurances for Non-Construction Programs. Signed and dated.
- ☐ Exhibit K - Goals, Objectives and Performance Measures. Completed and attached.
- ☐ Exhibit L - Implementation Plan. Completed and attached.

Provide an audit report or financial statements as required by 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This CFR can be found online at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

- ❑ All 501(c)(3) organizations and other federally tax-exempt organizations that are required to file the annual reporting return, Form 990, to the Internal Revenue Service must attach a copy of their most recently filed Form 990 and related schedules, directly behind the audit report in the application materials.
- ❑ Page numbers are included on all pages, in sequence and a table of contents is included with page numbers referenced.
- ❑ Applications should be in twelve point font or larger, single-spaced, with one inch margins or wider and single sided, NOT duplexed.
- ❑ The original application set with documents requiring signatures must have **ORIGINAL** signatures.
- ❑ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ❑ When submitting your application, ensure your organization name and the Request for Grant Application Number CJ-CSG-17-010117-00 is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- ❑ All applications are date stamped by the time clock in the Governor's Office of Youth, Faith and Family, 1700 W. Washington, Suite 230, Phoenix, AZ 85007, **ON OR BEFORE 3:00 P.M., NOVEMBER 14, 2016.**
  - It is the responsibility of each applicant to ensure their application is delivered to the Governor's Office of Youth, Faith and Family **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc. Verify that your express delivery service provider delivers packages directly into Suite 230.
  - Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor's Office of Youth, Faith and Family is filtered through the Arizona Department of Administration. The Governor's Office of Youth, Faith and Family is not responsible for packages delivered to locations other than the Governor's Office of Youth, Faith and Family, 1700 W. Washington, Suite 230, Phoenix, AZ 85007.

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The point of contact concerning this application is referenced on the Offer and Acceptance Form.

\_\_\_\_\_, Date \_\_\_\_\_  
 Signature by the Point of Contact for Application

Job Title \_\_\_\_\_

**GOYFF Staff Use Only**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_

**EXHIBIT B**  
**Funds Requested Page**

1. The applicant must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for The Children's Justice Act Grant Program.

\$\_\_\_\_\_Total Funds Requested

2. Are you submitting this application for your proposed program as a faith-based organization?

☐ YES      ☐ NO

3. What is the target population for your proposed program?

TARGET POPULATION: \_\_\_\_\_

4. What number of participants will be served through this program?

NUMBER TO BE SERVED: \_\_\_\_\_

5. What is the focus of the program (check all that apply)?

- Investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused. Potential activities may include, but are not limited to:
  - \_\_\_\_\_Training for professionals involved in the investigation and prosecution of child abuse and child exploitation cases.
  - \_\_\_\_\_Other:\_\_\_\_\_
- Multidisciplinary coordination of the investigation of child abuse and neglect. Supporting the development and on-going operations of child and family advocacy centers in responding to child victims of abuse (case handling, processes for the investigation and prosecution of child abuse):
  - \_\_\_\_\_Increasing County protocol awareness and strengthening team responsibility for coordinating efforts and best practices through Interagency Councils (IACs) and Multidisciplinary Teams (MDTs).
  - \_\_\_\_\_Other:\_\_\_\_\_

6. Is your proposed program an expansion and/or enhancement to an established program?

☐ YES      ☐ NO

# EXHIBIT C

## SAMPLE Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Contracted-Professional Services, Travel (In-State/Out of State), Pass-Thru, Other Operating Expenses and Administrative/Indirect Costs. **Please round budget category totals to the nearest dollar.**

**Budget period: January 1, 2017 – December 31, 2017**

Budget Category	Line Item	Requested Funds	Total Cost
<b>Personnel</b>	Project Director, Bob Williams, 90%, 12 months, (\$45000 X .90 = \$40500)	\$40,500	\$40,500
	Project Specialist, Linda Smith, 25%, 12 months, (\$35000 x .25 = \$8750)	\$8,750	\$8,750
	Personnel Subtotal	\$49,250	\$49,250
<b>Fringe Benefits</b>	Agency Rate (18%) - Budget narrative should provide calculation of how agency rate was determined. (\$49,250 total Personnel Costs X .18 = \$8,865)	\$8,865	\$8,865
	Fringe Subtotal	\$8,865	\$8,865
<b>Contracted / Professional Services</b>	Evaluation – Program Evaluation (GHJ Evaluation, Inc.)	\$1,000	\$1,000
	Contracted/Professional Services Subtotal	\$1,000	\$1,000
<b>In-State Travel</b>	Linda Smith to attend program related workshop in Tucson (200 miles x .445/mile)	\$89	\$89
	In-State Travel Subtotal	\$89	\$89
<b>Out of State Travel</b>	Bob Williams to attend mandatory training in Los Angeles, CA (Hotel \$150/night x 1 night; Per Diem \$54/day x 1 day; Airfare \$200)	\$404	\$404
	Out of State Travel Subtotal	\$404	\$404
<b>Pass-Thru</b>	Please see narrative.		
Pass-Thru Subtotal			
<b>Other Operating Expenses</b>	Postage (\$100/month x 12 months for monthly flier)	\$1,200	\$1,200
	Telephone for Bob Williams (\$90/month x 12 months)	\$1,080	\$1,080
	OOE Subtotal	\$2,280	\$2,280
<b>Direct Costs Subtotal</b>		\$61,888	\$61,888
<b>Administrative / Indirect Costs</b>	Please see narrative.		
<b>Total</b>		\$61,888	\$61,888

\*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

## **EXHIBIT D**

### **SAMPLE**

### **Budget Narrative**

The purpose of the budget narrative is to provide greater detail on the budget line items and the requested amounts. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

**Personnel:** Include information such as position title(s), name of employee (if known), annual salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Provide the calculation used to determine the requested funding amount for each individual (i.e. Bob Williams \$45000 Annual Salary x .90 FTE = \$40,500).

All organizations are required to maintain appropriate documentation to support salaries and wages per the 2 CFRs (Personal Activity Reports, Time and Effort Reports, Certifications, etc.). All organizations will be monitored to assure compliance with this requirement. Please review the appropriate 2 CFR for your organization.

**Fringe Benefits:** Provide a list of the fringe benefit costs and their respective percent of salary (See example below). Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined.

Example list:

Fringe Benefit	Percent of Salary
Payroll Tax	.094
Worker's Comp	.020
Medical and Dental Insurance	.066
Total Fringe Benefit Rate	.18

**Contracted Services/Professional Services:** If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and a listing of all applicable rates. Provide the units x rate calculation to show how the requested funding amount was determined (i.e. 20 Hours x \$50/hr = \$1,000). Explain how all contracts will be procured. The Sub-grantee will be required to submit a copy of the executed contract before any related costs will be reimbursed.

**Travel:** Travel costs are according to the Applicant's written policy, but limited to rates allowable for State of Arizona employees per the State's travel policy located at:  
<https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20160328.pdf>."

Include a detailed breakdown of the travel costs (i.e. lodging, mileage, per diem, etc.) Indicate the location(s) of travel, the justification for travel as it relates to the program, and how many employees will attend.

Food costs related to travel are allowable at the rates listed in your policy, but limited to the State travel policy. If awarded, throughout the entire contract term, prior approval from the GOCYF must be obtained for any and all potential food costs related to workshops and meetings.

**Pass Through/Sub-grants:** In the event that this application represents a collaboration and the Applicant will be utilizing other Sub-grantees to perform various components of the program, include the Sub-grantee name, the work the Sub-grantee will perform, the dollar limit of the sub-grant and how it was determined, and the term of the sub-grant). Also include monitoring policies that will be utilized to assure compliance.

**Supplies and Operating Expenses:** List the supplies and other operating expenses and justify the need for the items. Identify the monthly cost for re-occurring expenses (i.e. rent, utilities, general office supplies, printing, etc.) If building rent is requested, please indicate the method used to allocate the appropriate amount of rent to the program. Provide the item cost for infrequent purchases (i.e. telephone unit, registration fee, training cost, etc.). All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

**Administrative/Indirect Costs:** Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200 at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

For the purposes of this grant, Sub-grantees may be permitted an allocation for administrative costs under one of the following:

**Scenario A: Administrative Costs:** If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total direct funds requested.

If this option is used, please provide a short description and justification of the types of costs to be covered by the requested administrative cost allocation. Please note that each individual cost does not need to be itemized; only a justification for the level of administrative cost allocation should be provided.

**Scenario B: Federally Approved Indirect Costs:** If the Applicant has a federally approved indirect cost rate agreement in place, the Applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

**EXHIBIT E**  
**Disclosure of Other Funding Sources**

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program\***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

<b>Type of Funding (Federal, State, local, other)</b>	<b>Received From</b>	<b>Amount</b>	<b>End Date (If Applicable)</b>
<b>TOTAL:</b>			

**\*This table should include only those funds that will support the program detailed in this application.**

**EXHIBIT F**  
**Staff Overview**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

**In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.**

<b>STAFF MEMBER</b>	<b>BACKGROUND AND EXPERTISE OF PERSONNEL</b>
Name:  Title:  What percent of time will be spent on this project:	
Name:  Title:  What percent of time will be spent on this project:	
Name:  Title:  What percent of time will be spent on this project:	
Name:  Title:  What percent of time will be spent on this project:	
Name:  Title:  What percent of time will be spent on this project:	
Name:  Title:  What percent of time will be spent on this project:	



**EXHIBIT G**  
**Applicant's Proposed Subcontractor(s)**

**Applicant's Name:** \_\_\_\_\_

The Applicant shall indicate all subcontractors that the Applicant will use to perform any portion of this solicitation's Scope of Work.

If the Applicant will not subcontract any portion of this solicitation's Scope of Work and will be performing this solicitation's Scope of Work entirely with its own employees, the Applicant shall clearly indicate this by checking **No** in the section below.

If any subcontractors will be used, the Applicant shall clearly indicate this by checking **Yes** in the section below and follow the instructions contained in the paragraph for identifying all subcontractors.

\_\_\_\_\_ No      The above Applicant will not subcontract any portion of performance of any resultant contract under this solicitation.

\_\_\_\_\_ Yes      The above Applicant will use the subcontractor(s) listed below in performance of any resultant contract under this solicitation.

The Applicant shall list below each subcontractor's name/location, the type of service to be provided, the certifications they possess (copies of all certifications shall be provided as an attachment to the submitted proposal) and the amount of time or effort (as a percent of total contract performance) that the subcontractor will perform in relation to total performance of this solicitation's requirements. Additional pages may be used if necessary.

The Applicant shall describe the quality assurance measures that the Applicant will use to monitor the subcontractor's performance as part of the response to the response to Questionnaire Item 1.7.

The State reserves the right to request any additional information deemed necessary about any proposed subcontractors.

**SUBCONTRACTOR INFORMATION**

Name/Location	Type of Service	Certifications	Percent of time on Project

## **EXHIBIT H**

### **Governor's Office of Youth, Faith and Family Standard Data Collection Form for the Grant Management Information System (GIMS)**

#### **A. Fiscal Agent Information:**

Agency Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_ x \_\_\_\_\_  
County \_\_\_\_\_  
Employer Identification Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_  
Agency Classification: \_\_\_\_\_ State Agency \_\_\_\_\_ County Government \_\_\_\_\_ Local Government \_\_\_\_\_ Schools \_\_\_\_\_ Tribal  
\_\_\_\_\_ Faith Based \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other

In which Congressional (Federal) District is your agency?  
<http://www.azredistricting.org> (click on Final Maps)

Enter District # \_\_\_\_\_

In which Legislative (State) District is your agency?  
<http://www.azredistricting.org> (click on Final Maps)

Enter District # \_\_\_\_\_

Have you previously conducted business with the State using this EIN: **Y N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form under the ACH & Vendor Forms heading and submit with your application, <https://gao.az.gov/publications/forms>.

What was the date of your most recent SAM/CCR registration? \_\_\_\_\_ \* Please attach confirmation of registration.

Preferred method for reimbursements (ACH or mailed check)? \_\_\_\_\_ ACH \_\_\_\_\_ Agency Fiscal Address (listed above)

Preferred reimbursement cycle: \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly

#### **B. Contract Signer Information:**

Contract Signer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_ x \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ County \_\_\_\_\_

#### **C. Financial Information:**

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ \_\_\_\_\_

What is your organization's fiscal year-end date? \_\_\_\_\_

Accounting Method: \_\_\_\_\_ Cash \_\_\_\_\_ Accrual \_\_\_\_\_ Modified

Is your organization subject to the requirements of an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

FFATA (Federal Funding Accountability and Transparency Act) Reporting Requirements:

1. Is 80% or more of annual gross revenues from Federal Awards? Yes \_\_\_\_\_ No \_\_\_\_\_  
2. Do you receive \$25 Million or more annually from Federal Awards? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered YES to both questions, you MUST provide the names and total compensation of the top five (5) paid executives.

1. Name _____	Total Compensation _____
2. Name _____	Total Compensation _____
3. Name _____	Total Compensation _____
4. Name _____	Total Compensation _____
5. Name _____	Total Compensation _____

**D. Program Agency Information:**

Agency Name _____	Contact Person _____
Address _____ _____	Position _____
City, State, Zip _____	Email _____
County _____	Phone _____ x _____

**E. Proposed Program Information / Description:**

Amount requesting: \_\_\_\_\_  
Service area of proposed program: \_\_\_\_\_  
Target population of proposed program: \_\_\_\_\_  
Number of participants to be served: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signer** **Date**

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(TO BE COMPLETED BY GOYFF PERSONNEL)

Contract Number: \_\_\_\_\_

Is the contract FFATA reportable? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Sub-Grantee's Audit Current? Yes \_\_\_\_\_ No \_\_\_\_\_

Funding Index: \_\_\_\_\_

Any Special terms and conditions to be included in contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Program Administrator** **Date** **Grant Auditor** **Date**

# **EXHIBIT I**

## **Governor's Office of Youth, Faith and Family Financial Systems Survey**

Name of Applicant: \_\_\_\_\_

**Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.**

As stewards of federal and state funds, the Governor's Office of Youth, Faith and Family awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

### **A. GENERAL INFORMATION**

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Is your organization subject to the audit requirements of 2 C.F.R. Part 200, Sub-Part F? If so, please include a copy of your audit report, including your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization is not subject to the audit requirements of 2 C.F.R. Part 200, Sub-Part F, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please <b>attach</b> a complete copy of the most recent audited, reviewed or compiled financial statements.  If no, attach a copy of the most recently prepared financial statements including a balance sheet, income statement, statement of cash flows and a description of the source of the documents.	<input type="radio"/> YES <input type="radio"/> NO
4. Please <b>attach</b> a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had a Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can should be submitted	
5. Has your organization received funding from the Governor's Office of Youth, Faith and Family within the past two years? If yes, specify the grant contract numbers: _____ _____ _____ _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

## **B. FUNDS MANAGEMENT**

1. Which of the following describes your organization's accounting system?	<ul style="list-style-type: none"><li>○ Manual</li><li>○ Automated</li><li>○ Combination</li></ul>
2. How frequently do you post to the General Ledger?	<ul style="list-style-type: none"><li>○ Daily</li><li>○ Weekly</li><li>○ Monthly</li><li>○ Other</li></ul>
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR Part 200)?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using an indirect cost plan/rate need to <b>attach</b> a copy of the methodology and calculations in determining the rate.	<ul style="list-style-type: none"><li>○ Direct Charges</li><li>○ Utilizing an Indirect Cost Allocation Plan or Rate</li></ul>

## **C. INTERNAL CONTROLS**

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
3. Are all accounting entries and payments supported by source documentation?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
4. Are cash or in-kind matching funds supported by source documentation?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
5. Are employee time sheets supported by appropriately approved/signed documents?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>

## **D. PROCUREMENT**

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
3. Does the organization complete some level of cost or price analysis for every major purchase?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
5. Does the organization maintain written procurement policies and procedures?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>

**E. CONTACT INFORMATION**

Please indicate the following information. In the event that the Governor's Office of Youth, Faith and Family has questions about this survey, this individual will be contacted.

Prepared By: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

**F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Grantee has accepted the responsibility of maintaining the financial systems.

\_\_\_\_\_  
Signature

**G. COMMENT AND ATTACHMENTS**

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): \_\_\_\_\_

COMMENTS:

**EXHIBIT J**  
**ASSURANCES for NON-CONSTRUCTION PROGRAMS**  
OMB Approval No 4040-0007

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.**

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibit discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibit discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air ) Implementation Plans

under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or sub-awards under the award.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



## **EXHIBIT K**

### **Goals, Objectives and Performance Measures**

In the table below, state the goal(s) that will address the identified problem/need.

<b>Goal 1</b>	
<b>Goal 2</b>	
<b>Goal 3</b>	

In the table below provide at least two output and two outcome measures. The selected performance measures must demonstrate results of the expansion and/or enhancement, not the entire program.

<b>ACTIVITY</b>	<b>PERFORMANCE MEASURE</b>	<b>DEFINITION</b>	<b>OBJECTIVE</b>	<b>GOAL #</b> (Goal must be listed in above table)	<b>EXPLAIN HOW THE PERFORMANCE MEASURE DEMONSTRATES PROGRESS TOWARD THE GOAL</b>
<i>Example:</i> <b>Activity 1:</b> <b>Train program staff</b>	<b>Output 1:</b> Number of hours of program staff training provided	The number of training hours provided to staff during the reporting period. Training includes in-house and external trainings.			
	<b>Outcome 1:</b>	sources.			
<b>Activity 2:</b>	<b>Output 2:</b>				
	<b>Outcome 2:</b>				

## **EXHIBIT L**

### **Implementation Plan**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested. Sequentially list the key tasks and activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the task. In the final column, list how the effectiveness of the implementation will be measured (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.)

**Note:** In addition to listing activities necessary to implementing the strategies/approaches or proven program, include the activities necessary to implementing the sustainability plan as outlined in the *Sustainability* section.

STRATEGY	KEY TASK	ACTIVITIES	PERSON RESPONSIBLE	BY WHEN	AS MEASURED BY

## **Attachment A**

### **Federal Flow Down Terms and Conditions**

#### **I. Term of Contract**

The term of the Contract shall commence January 1, 2017 and shall remain in effect until December 31, 2017, contingent upon final federal award, unless terminated, canceled or extended as otherwise provided herein. This is a twelve month Contract with two (2) additional twelve month renewal options, contingent upon the availability of federal appropriations, compliance with terms and conditions, programmatic and financial performance, and through the submission of a renewal application.

#### **II. Contract Renewal**

The Contract shall not bind nor purport to bind the Grantor for any contractual commitment in excess of the original Contract period or amount. The Grantor shall have the right, at its sole and unfettered discretion, whether or not to extend this Contract. If so, the parties must execute a written amendment or a new contract. Consideration for renewal will also be based on results of program and fiscal monitoring.

#### **III. Amendments**

This Contract is issued under the authority of the authorized Governor's Office representative who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Grantee are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Grantee shall not be entitled to any claim under this Contract based on those changes.

#### **IV. Fund Management**

The Grantee must maintain funds received under this Contract in separate ledger accounts and cannot mix these funds with other sources. The Grantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- |                         |             |
|-------------------------|-------------|
| D. Financial Management | D. Property |
| E. Procurement          | E. Travel   |
| F. Personnel            |             |

A system is adequate if it is: 1) **written**; 2) **consistently followed** - it applies in all similar circumstances; and 3) **consistently applied** - it applies to all sources of funds. The Grantor reserves the right to review all business systems policies.

#### **V. DUNS/CCR**

Each successful recipient who is awarded must provide the following prior to a Contract being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the System for Award Management ("SAM") at <https://www.sam.gov/portal/SAM/#1>. SAM is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registration ("CCR"), Fed Reg, ORCA and EPLS. SAM registration must be maintained for the term of the Contract. The DUNS website is located at <http://fedgov.dnb.com/webform>.

**VI. FFATA Reporting Requirements**

In compliance with the Federal Funding Accountability and Transparency Act of 2006 Reporting Requirements, (Pub. L. No. 109-282, as amended by Section 6205 (a) of Pub. L. No. 110-252), the Grantee is required to provide information. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

**VII. Organizational Audit Requirements**

The Applicant agrees to comply with the organizational audit requirements of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from their organization's single audit are not satisfactorily and promptly addressed. This CFR can be found online at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) under Title 2 Part 200.

Single Audit: Grant sub-recipients expending \$750,000 or more of Federal funds from all sources during the organization's fiscal year, must have an annual audit conducted in accordance with 2 CFR Part 200.

- a. If your organization is subject to the requirements of 2 CFR Part 200, then attach one copy of your organization's most recently completed Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.
- b. If your organization is not subject to the requirements of 2 CFR Part 200, submit one copy of the most recently completed audit of financial statements.
- c. If your organization does not have a recently completed audit, attach one copy of the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows along with a description of the source of the documents.

**VIII. IRS Form 990**

All 501(c)(3) organizations and other federally tax-exempt organizations that are required to file the annual reporting return, Form 990, to the Internal Revenue Service must attach a copy of their most recently filed Form 990 and related schedules, directly behind the audit report in the application materials.

**IX. Documents Incorporated By Reference**

The State of Arizona's Uniform Terms and Conditions V9\_ (Rev 7-1-2013) are incorporated into this contract as if fully set forth herein. Copies of this document may be accessed at [https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9\\_%28Rev%207-1-2013%29.pdf](https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9_%28Rev%207-1-2013%29.pdf). Attachment A, Flow-Down Terms and Conditions, is incorporated into this Contract in its entirety. Attachment B, Indemnification and Insurance Provisions, is incorporated into this Contract in its entirety.

**X. Cost Reimbursement Contracts**

Successful applicants that become Grantees shall be paid on a cost-reimbursement basis. The Grantee shall not request reimbursement until the cost has resulted in an actual cash expenditure. The Grantee may request reimbursement on either a monthly or quarterly basis for those items submitted and approved in the budget inclusively. Grantee shall submit a final reimbursement request no more than thirty (30) days after the contract end for expenses incurred prior to the date of contract termination. All expenses must be incurred and paid prior to the final reimbursement request. Requests for reimbursement received later than thirty (30) days after the contract termination will not be paid. If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's

Office of Youth, Faith and Family. The Grantee shall use the forms provided by the Grantor to submit financial expenditure reports.

**XI. Program Progress Reports**

Successful applicants that become Grantees shall submit quarterly narrative progress reports. The reports shall be due and shall contain such information as deemed necessary by the Governor's Office of Youth, Faith and Family. Failure to submit timely reports may result in suspension of reimbursement.

**XII. Administrative Requirements**

These programs are governed by the following Federal regulations;

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 2 CFR Part 376 Non procurement Debarment and Suspension;
- 2 CFR Part 382 Requirements for Drug-Free Workplace (Financial Assistance);
- 45 CFR Part 16 Procedures of the Departmental Grant Appeals Board;
- 45 CFR Part 30 Claims Collection;
- 45 CFR Part 80 Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
- 45 CFR Part 81 Practice and Procedure for Hearings Under Part 80 of this Title;
- 45 CFR Part 84 Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
- 45 CFR Part 86 Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
- 45 CFR Part 87 Equal Treatment for Faith-Based Organizations;
- 45 CFR Part 91 Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
- 45 CFR Part 92 Uniform Administrative Requirements for Grants and Cooperative Agreements to State, and Local, and Tribal Governments;
- 45 CFR Part 93 New Restrictions on Lobbying;
- 45 CFR Part 95 General Administration - Grant Programs;
- 45 CFR 97 Consolidation of Grants to Insular Areas;
- 45 CFR Part 100 Intergovernmental Review of Department of Health and Human Services Programs and Activities.

**XIII. Public Law 103-333**

In accordance with Public Law 103-333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995," the following provisions are applicable to the mandatory grant programs:

Section 507: "Purchase of American-Made Equipment and Products – It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made."

Section 508: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources."

**XIV. Drug-Free Workplace Requirements**

In accordance with provisions of Title V, Subtitle D of Public Law 100690 (41 USC § 701 et seq.), the "Drug-Free Workplace Act of 1988," all grantees must maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. The grantee must notify the Grantor if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment (See 2 CFR Part 382).

**XV. Smoking Prohibitions**

In accordance with Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

The above language must be included in any sub awards that contain provisions for children's services and that all sub-grantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

**XVI. Religious Activity Prohibitions**

Direct Federal grants, sub-awards, or contracts under these programs shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under these programs. (See 45 CFR 87.)

**XVII. Lobbying Prohibitions**

Federal grant funds provided under these awards may not be used by the Grantee or any sub-grantee to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR 93.)

**XVIII. Human Trafficking Provisions**

These awards are subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC § 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/lr/awards/award-term-and-condition-for-trafficking-in-persons>.

**XIX. Transparency Act Requirements**

Awards under these programs are included under the provisions of P.L. 109-282, the "Federal Funding Accountability and Transparency Act of 2006" (FFATA). Under this statute, the State is required to report information regarding executive compensation and all sub grants, contracts and Sub contracts in excess of \$25,000 through the Federal Sub award Reporting System (<https://www.frs.gov/>) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

**XX. Construction Prohibitions**

Unless superseded by program-specific regulations, these awards may not be used for construction or the purchase of land.

## **ATTACHMENT B**

### **INDEMNIFICATION AND INSURANCE PROVISIONS**

#### **I. INDEMNIFICATION CLAUSE**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

#### **II. INSURANCE REQUIREMENTS**

Contractor and subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Contract, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and the Contractor is free to purchase additional insurance.

##### **A. Minimum Scope and Limits of Insurance**

Contractor shall provide coverage with limits of liability not less than those stated below.

##### **i. Commercial General Liability (CGL) – Occurrence Form**

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$500,000
Personal and Advertising Injury	\$500,000
Damage to Rented Premises	\$25,000
Each Occurrence	\$500,000

- a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
  - b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- ii. Business Automobile Liability  
Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract.

Combined Single Limit (CSL)	\$500,000
-----------------------------	-----------

- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by, or on behalf of, the Contractor involving automobiles owned, hired and/or non-owned by the Contractor.
  - b. Policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- iii. Workers' Compensation and Employers' Liability
- |                         |           |
|-------------------------|-----------|
| Workers' Compensation   | Statutory |
| Employers' Liability    |           |
| Each Accident           | \$500,000 |
| Disease – Each Employee | \$500,000 |
| Disease – Policy Limit  | \$500,000 |
- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
  - b. This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

- iv. Professional Liability (Errors and Omissions Liability)
- |                  |             |
|------------------|-------------|
| Each Claim       | \$1,000,000 |
| Annual Aggregate | \$1,000,000 |

- a. In the event that the Professional Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained, or an extended discovery period will



- be exercised, for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this contract.

### **III. ADDITIONAL INSURANCE REQUIREMENTS**

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- A. The Contractor's policies, as applicable, shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
- B. Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

### **IV. Notice of Cancellation**

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Contractor must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Governor's Accounting Office, 1700 W. Washington, Suite 500, Phoenix, Arizona 85007.

### **V. Acceptability of Insurers**

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

### **VI. Verification of Coverage**

Contractor shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Contractor has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.

- A. All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement. Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- B. All certificates required by this Contract shall be sent directly to the Governor's Accounting Office, 1700 W. Washington, Suite 500, Phoenix, Arizona 85007. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

**VII. Subcontractors**

Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of this contract, proof from the Contractor that its subcontractors have the required coverage.

**VIII. Approval and Modifications**

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

**IX. Exceptions**

In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the Contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

## Attachment C – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury  Per Person  Each Occurrence  Property Damage  OR  Bodily Injury and  Property Damage  Combined			Comprehensive General Liability Form  Premises Operations  Contractual  Independent Contractors  Products/Completed Operations Hazard  Personal Injury  Broad Form Property Damage  Explosion & Collapse (If Applicable)  Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date

Issued: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative

**END OF SOLICITATION**